

# Edit Report Card Grades Marked By Teachers

Login as an administrator and navigate to **Grades >> Administration**

In this area of the system, there are two major functionalities. One is to **Edit Report Card Grades** received by students and the other is to **Add/Edit Historical Grades**.

To edit report card grades received by students from their course teacher, select a student from the list, or search and select.



Once selected, it will display the grades received like given below in the screenshot. Suppose you want to change his grade from D to B, click on the pencil icon and edit the grade and then click update. The grade will be updated. This change will reflect on the Student's **Report Card** as well as on the **Transcript**.



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